



Department of Development

Permit & Inspection Division – Electrical Department

City of Baton Rouge
Parish of East Baton Rouge

300 N. 10th St.
Baton Rouge, Louisiana 70802
(225) 389-3213

October 30, 2018

TO: ALL ELECTRICAL CONTRACTORS

FROM: Charles Joffrion, Jr., Chief Construction Combination Inspector, ICC Certified

SUBJECT: 2019 License Renewal

*****PLEASE READ ALL INFORMATION CAREFULLY*****

License Renewal Information

Once again it is license renewal time. Enclosed are the 2019 license renewal application instructions. Please be sure that the licensee's name is filled in clearly on the proper blank of the application.

You must submit your completed application and renewal fee to the Electrical Section by **December 31st, 2018** of the current year. If you fail to renew your license before December 31, 2018, there will be a \$10.00 additional fee per month until March 31, 2019; after that the license fee will be \$150.00 the same as a new applicant.

Along with your license renewal application, you must also submit the following documentation:

1. A current copy of your insurance certificate.
2. A current copy of your surety bond.
3. A copy of your Louisiana Department of Revenue Sales Tax Registration Certificate
4. A copy of your current state license (if applicable) indicating expiration date. Your parish license name must match state license or you will be required to obtain a new parish license.

NOTE: NO PERMIT APPLICATIONS WILL BE PROCESSED OR REQUESTED INSPECTIONS MADE IF ITEMS 1 – 4 ARE NOT CURRENT AT TIME OF REQUEST.

General Information

- Please be reminded that state oversight of the rules and regulations pertaining to code enforcement is the responsibility of the Louisiana State Uniform Construction Code Council (LSUCCC). The electrical code in effect as of the date of this letter is the **2014 National Electrical Code**. Deviations from the code are not allowed unless enacted and approved by the LSUCCC. Also, code adoption is the responsibility of the LSUCCC. Please visit their website at <http://www.dps.louisiana.gov/lsuccc/> to view the currently adopted codes. NOTE: You are responsible for implementing all code changes as they are adopted by the LOUISIANA STATE UNIFIED CONSTRUCTION CODE COUNCIL.
- Permits must be purchased prior to commencement of work or the job is subject to a double permit fee charge. To aid us in processing your E-FILE permit request in a timely manner please fill out the forms

completely with the proper information (correct address; owner & tenants name; building project numbers; etc.). This will prevent your application from being returned.

- PLEASE NOTE THAT THE PERMIT & INSPECTION DIVISION HAS IMPLEMENTED A NEW WEB-BASED PERMITTING SYSTEM CALLED MYPERMITNOW. All permits issued after October 10, 2011 will be in the new system. We encourage each of you to log on to www.mypermitnow.org and click on the "Customer Portal" tab and follow the instructions to create your own unique, secure login. This will allow you to access all of your future projects. The new system will allow you to schedule inspections online as well as receive automated notifications of inspection results; you can also E- FILE and pay for permits on line.
- The ordinance now allows for before and after hours non-emergency inspections for a fee of \$150.00 each, payable prior to inspection. All requests for non-emergency inspections shall be and will be subject to the availability of Inspection Division personnel. The final determination of emergency versus non-emergency status will be by the Building Official or his duly authorized representative. For after hours, emergency inspections, contact the Department of Public Works Dispatcher at (225)389-2070 or the 311 call center.

We appreciate your cooperation in the past and look forward to working with you in 2019.

Charles Joffrion, Jr.
Chief Code Enforcement Officer (Electrical)
Enclosures